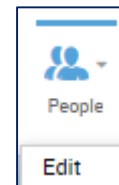


## People Record Edits for New Employee

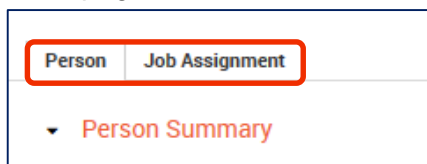
Once a new employee record is added in GHRIS, a shell record is loaded to eSTART by the GHRIS interface nightly. However, certain information will need to be manually updated by the Agency Administrator in eSTART.

1 From any **My Views** widget or from **Related Items>Quickfind**, search for the employee name.

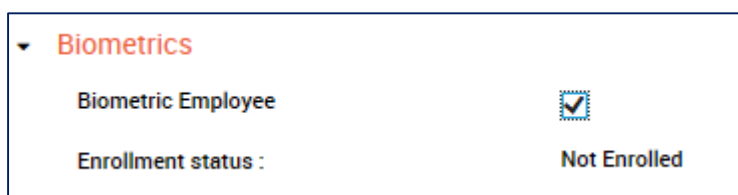
2 Highlight the name and select **People>Edit**. The People Editor page displays.



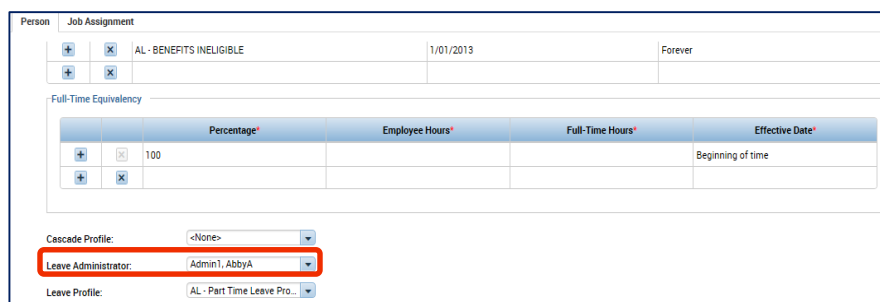
**Note:** There are two tabs on this page: **Person** and **Job Assignment**.



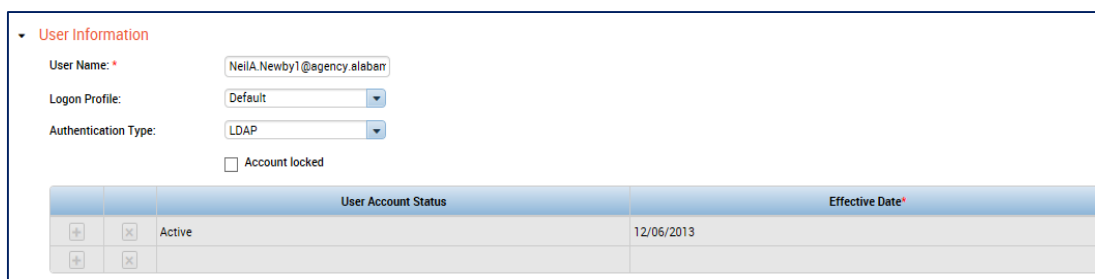
3 If the employee will use a time clock to record time, select the **Biometrics** link from the **Person** tab on the screen above. Check the **Biometric Employee** check box. If the employee will not use a time clock, skip this step.



4 Each employee must be assigned to a Leave Administrator. Select the **Accruals & Leave** tab. Open the **Leave Administrator** drop-down and select the Leave Administrator's name.



5 Select the **User Information** tab.



- 6 a) If the user has an Active Directory ID, change the **User Name** to the **employee's email address**, i.e. jane.doe@agency.alabama.gov. Then select **LDAP** from the **Authentication Type** drop-down. The user's password will be their network password.
- b) However, if the employee does not have an Active Directory ID, the assigned Logon ID and initial password will be populated in the **User Name** field by an interface. Initial password will be **P@ssw0rdxxx** (xxx = your agency number).

- 7** Select the **Contacts** link. If the employee has an email account, key it in the **E-mail** field.

**Contacts**

Address:

City:

State/Province:

Zip Code:

Country:

EMERGENCY CONTACT INFORMATION:

Phone 1:  ☐ SMS

Phone 2:  ☐ SMS

Phone 3:  ☐ SMS

Email:

- 8** Select **Additional Information**. In the right column of the table, key the information that applies to the employee for:

- **Current/Arrears** – LEAVE FIELD BLANK – DO NOT KEY
- **OT/Comp** – complete the field for all non-exempt employees. Leave blank for Exempt employees.
- **Lunch Length** - (0,30, or 60) – key the length of the employee's lunch time.
- **Schedule Type** - See the legend below for explanation of the values for this field.
- Key the **Approver ID** (employee ID) of the employee's manager.

**Additional Information**

Additional Information	
Current or Arrears	
OT or Comp	Comp
Lunch Length	60
Schedule Type	8
Approver ID	69545
Manager Access Group	
GHRS Info	

**Schedule Type information below:**

8 – 8 hour employee - Traditional schedule  
 8N – 8 hour employee – Non-Traditional schedule  
 8PI – 8 hour Exempt employee who punches IN ONLY  
 8PA – 8 hour Exempt employee who punches all time  
 10 – 10 hour employee  
 12 – 12 hour employee  
 24 – 24 hour employee

- 9** If the employee will record time from a Time Clock, select the **Job Assignment** tab, then **Timekeeper**. Select the Time Clock device from the **Device Group** drop-down. If employee will not use a time clock, skip this step.

**Person** | **Job Assignment**

Worker Type:

Standard Hours

Daily:  Weekly:  Per Pay Period:

Pay Rule	Effective Date
<input type="text" value="Needs Update"/> Beginning of time	

Wage Profile:

Device Group:

Currency:

Badge Number	Start Date	Start Time	End Date	End Time
<input type="text" value="10501"/>	12/06/2013	12:00am	Forever	

- 10** From **Job Assignment**, select **Access Profiles**.

- If employee has an Agency email account, choose **Email and Inbox** from the **Notification Profile** drop-down.
- If employee does not have an Agency email account, select **Inbox Only**.
- **Save** the changes.

**Access Profiles**

Function Access Profile:

Display Profile:

Locale Policy:

Notification Profile:

**Note:** The update will require an overnight cycle to become effective. Employees who will use a time clock may be enrolled on the clock the following day.

- 11** Select **Related Items>Schedule Editor** to add a work schedule for the employee (See **Schedule Editor – Managers** job aid for assistance with schedules).